



## “House Calls” from Village Health Services

### Procedure:

1. A client company, organization or agency requests Village Health Services to provide on-site care at their facility.
2. The client chooses from a list of services and classes offered.
3. Dates and times of service delivery are confirmed by the client and Village Health Services prior to the preparation of a contract for services.
4. A contract stating the above is prepared, sent, read, signed and returned to Village Health prior to commencement of services.
5. The client is responsible for providing space and internal advertisement for services offered by Village Health Services.
6. **The client company is responsible for scheduling people to receive services/classes. The sign up lists including name, email, phone number and signature of persons for permission to be treated is filled out clearly and completely.**
7. **The client company is responsible for collecting the fees prior to Village Health delivering services. Sign-up sheets along with full payment are given to the Village Health representative upon their arrival at the business location. We accept cash, checks, and Visa/Mastercard.**
8. Follow-up to the client by a Village Health representative to determine satisfaction level of services received occurs in a timely fashion.

### Pricing:

1. Personal care services: acupuncture, deep listening/counseling, massage, reflexology (healing foot massage), energy medicine (Reiki, Jin Shin Jyutsu, Shiatsu, acupressure), delivered on-site (House Calls) to the client are charged at \$2.50 per minute per therapist. Service sessions are offered in 15, 20, 30, 45, and 60 minute increments. There is a 6 person minimum required for each modality for House Call services to be delivered. The client can post sign-up sheets and when the minimum number is reached, the service can be scheduled.
2. Group classes are offered for the following topic areas: *Nutrition & Weight Management; Diabetes Management; Sugar Blues; Injury Prevention/Workplace Ergonomics; Goal Setting & Peak Performance; Fatigue & Insomnia; Managing Chronic Pain; Do I Have a Drinking Problem?; Let's Exercise!* Classes are charged at \$25 per person per hour class + the cost of materials (books, journals, exercise equipment, supplements, etc). There is a 6 person minimum for each class topic. Classes can be offered as an on-going health education series. If the company contracts to offer a series of 6 classes, they will pay for 5 classes and receive the 6<sup>th</sup> class as our free gift\* (\*plus the cost of any materials required to offer the class).
3. A formal anonymous health survey of employees can be provided at an additional charge, ask your Village Health Services representative.



Contract for "House Calls" from Village Health Services

\_\_\_\_\_ We understand that we \_\_\_\_\_ (company, organization or agency) are asking Village Health Services to provide services (personal health care services and/or group classes) at our location.

\_\_\_\_\_ We agree that we will provide the space necessary for these services as well as provide internal advertisement for them.

\_\_\_\_\_ We agree to have employees CLEARLY and completely fill out the sign up sheets provided with the employee's name, email, phone number and signature PRIOR to services being performed.

\_\_\_\_\_ We agree that we will be responsible for scheduling a **minimum of 6 people** per modality of personal health care service (acupuncture, deep listening/coaching, massage, reflexology or energy medicine) OR a **minimum of 6 people** per group class  
(*Nutrition & Weight Management; Diabetes Management; Sugar Blues; Injury Prevention/Workplace Ergonomics; Goal Setting & Peak Performance; Fatigue & Insomnia; Managing Chronic Pain; Do I Have a Drinking Problem?; Let's Exercise!* )  
BEFORE the service or class is offered.

\_\_\_\_\_ We understand that personal health care services are charged at \$2.50 per minute and each group class participant is \$25. **We understand that we must pay the minimum charge whether or not people who sign up actually show up.** Upon request, Village Health Services can provide summary statistics of attendance for personal health care services and classes, but we cannot release personal health information about employees receiving services.

\_\_\_\_\_ We agree to collect payment for the personal health care services and classes. Payment will be made to a Village Health Services representative prior to the commencement of services or classes via cash, check, Visa or Mastercard.

\_\_\_\_\_ We agree to hold harmless practitioners, any and all personnel, and Village Health Services from any present or future liability arising from the delivery of services.

\_\_\_\_\_  
Company, Agency, Organization Name

\_\_\_\_\_  
Village Health Services

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Authorized Representative